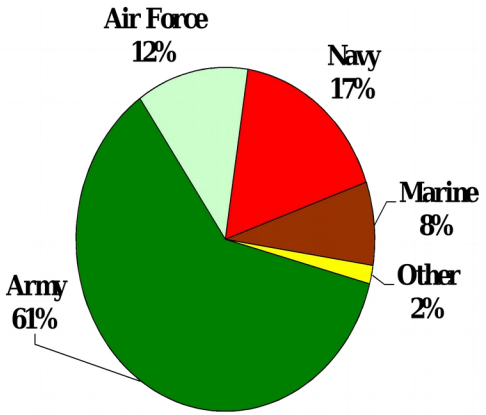
HEARING CONSERVATION PROGRAM

RECORDKEEPING

and

HC PROGRAM EVALUATION



28 Jan 2013

Learning Objectives

1. **Explain the timelines for maintaining records for test equipment, noise surveys, and personnel in the HCP**

2. **Explain regulations related to OHC technician training and certification**

3. **Describe the STS reporting procedures for military and civilian personnel**

Recordkeeping

Critical Responsibility

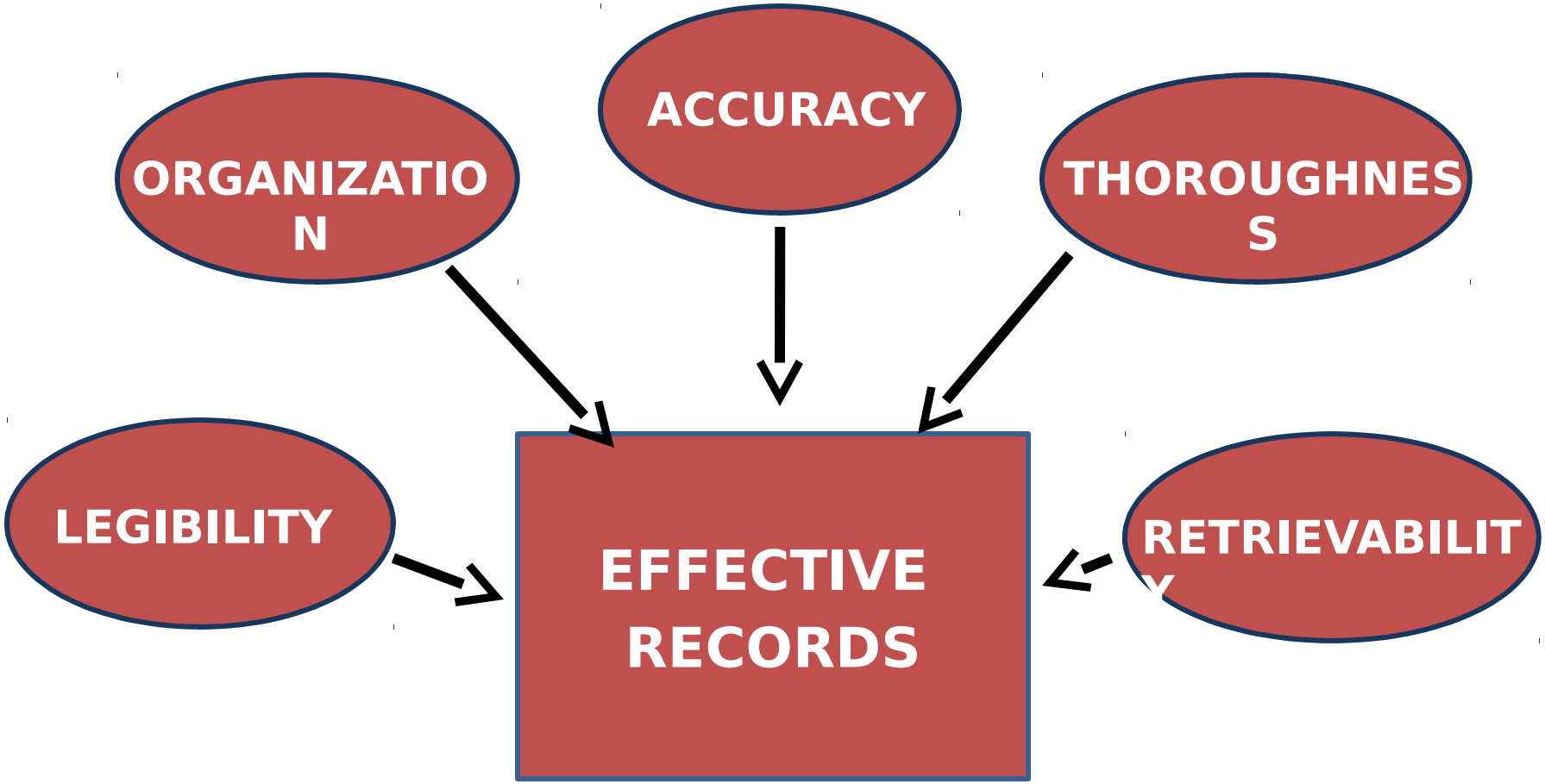
- **Required by law**
- **Required by military instructions and guidelines**

Medical-Legal information

Invalid or inaccurate data

- **Unjust compensation awards**

KEYS to RECORDKEEPING



HIPAA Requirements

Health Insurance Portability and Accountability Act of 1996

Ensures medical information is private and protected

Sets rules to limit who can view and receive health information

Auditory privacy often not possible in HC group testing situations

List of Records

MAINTAIN FIVE YEARS:

- Sound Booth Certification
- Audiometer Electroacoustic Calibration
- Daily Biological Calibration Check DD 2217
- Technician Training Certificates

DURATION OF EMPLOYMENT + 5 YEARS

- DD2215/2216 (if unable to upload to DR)

Details following ...

Sound Booth Certification

Certification valid for 365 days (one year)

Documentation posted on booth - clearly visible

Re-certification annually

—> Industrial Hygienist/Tech
Audiologist

Booth certification guide on NMCPHC website

Audiometer Electroacoustic Calibration

Calibration valid for 365 days (one year)

DOEHRS-HC software notifies user

- **upcoming renewal date**
- **stops functioning past renewal date**

Sticker label on each audiometer

- **states date of last calibration**
- **states due date of next calibration**

Store certificate of calibration with equipment or file

Daily Biological Calibration Check
DD Form 2217

DD Form 2217 must be establishe

- → **after electroacoustic calibration**
- → **after re-calibration for any reaso**
- → **for each audiometer and artificial ear combo**
- → **for each human listener, if used**

every day before beginning to test patients

→ **DD 2217 documented within DOEHRS-HC**

print and file monthly log

ATG/INSERV/Joint Com/MEDIG inspection

Technician Training Certificates

OHC certification valid for 5 years

→ with annual audiologist evaluations

→ re-certification course required

Post certificates in hearing test area

→ in clear view of patient

Organization of Hearing Tests within Medical Records

Current 2215 Reference - Top

Invalidated 2215's - Next

All 2216 Annual Tests
- Most recent on top

Other Records and Data Management

Maintain for 40 years

- Noise Survey Data

Maintain for 5 years

- Rosters of Noise-Exposed Personnel
- Hearing Conservation Education/Training
- Hearing Injuries of patients with PTS

Noise Survey Data

Work Areas	Individual Personnel
Noise survey data stored on DD Form 2214 or equivalent IH & Command retain surveys locally for 40 yrs Available from IH or Safety officer	Documentation of personal noise exposure history in DOEHRS-IH Permanently maintained in medical record

Enrollment Rosters for HCP

WHO MUST BE ENROLLED IN HCP?

All personnel whose TWA is ≥ 85dBA

All personnel routinely exposed to potentially hazardous noise when IH Noise Survey is unavailable

WHO CREATES & MAINTAINS HCP ROSTERS?

Command Safety

- **creates and maintains HCP Roster per IH Noise Survey recommendations**
- **provides supporting MTF with total number of personnel on the HCP semi-annually**

Command Responsibilities

Ashore Safety Officer

Afloat DIVO

Sends Workers for HC Testing

Ashore & Afloat Medical

Sends Feedback about Patients Tested

- **Command Safety Officer or DIVO (Afloat)**
- **Pass or need to follow-up**

Hearing Conservation Education/Training

Initial/Annual Training by each Command

→ **training logs kept by unit's command**

Annual Training by Medical Dept (OHC Technician)

→ **documents annual training as a remarks entry on DD 2216**

→ **training done in conjunction with counseling audiogram results**

Patients with STS and PTS

OHC TECHNICIAN

- DOEHRS-HC generates remarks entry
- Patient signs test acknowledging reduced hearing levels (STS)
- Permanently placed in patient's medical record

AUDIOLOGIST or OCCUPATIONAL PHYSICIAN

- OSHA & DoD require written notification of PTS

  to patient & supervisor

- PTS data sent to local Safety Office who reports:

  military –-Navy Safety Center

  civilians -- OSHA 300 log

“OSHA REPORTABLE” PATIENTS*

Command Safety

reports on OSHA 300 Log if all 4 criteria met

1. **Permanent hearing loss**
2. **Occupationally related**
3. **STS ≥ 10dB at 2000, 3000 and 4000Hz**
4. **Average thresholds ≥ 25dB at 2000, 3000 and 4000Hz**

civilians

Evaluation of HCP Effectiveness

Good HCP compliance
does not ensure
good employee hearing acuity

Program effectiveness must be evaluated continually to determine WHERE and HOW improvements can be made

Top Analysis Metrics

- ✓ **Compliance**
- ✓ **STS Rate**
- ✓ **TTS Rate**
- ✓ **PTS Rate**

(audiologist responsible)

Audiology Workload

Requirements for reporting workload may vary between commands

CHCS/AHLTA used to capture information

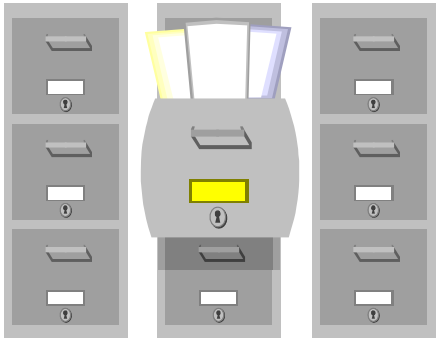
- **patients seen, clinic site, provider (OHC Tech)**
- **type of appointment/hearing test**
- **symptoms, test procedures, disposition**

OHC Technicians provided with MEPRS FBN-codes

- **reports medical surveillance workload**

DOEHRS-HC captures daily workload information

SUMMARY



THE KEYS to RECORDKEEPING

- Accuracy
- Thoroughness
- Organization
- Legibility
- Retrievability

QUESTIONS

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